

Google Forms for Information Gathering and Assessment

Getting Started

Add a Question*

To add a question to your form:

1. Open the form.
2. Click the arrow next to the Add item button.
3. Select from the following question types:

Text: Type short answers (about 100 characters)

Paragraph text: Type longer answers (Several sentences)

Multiple choice: Select one option from among several

Checkboxes: Select as many options as they'd like

Choose from a list: Select one option from a dropdown menu

Scale: Rank something along a scale of numbers (e.g., from 1 to 5)

Grid: Select a point from a two-dimensional grid

Date: Use a calendar picker to enter a date

Time: Select a time (either a time of day or a duration of time)

Once you've added a question, you can change its type by selecting from the Question type menu.

If you want to prevent respondents from leaving a question blank, check the Required question box, which makes sure users answer a question before submitting your form.

Tip: When a form is filled out, the names and email addresses of respondents are not automatically gathered. If you want to collect this information, you must add a text field in your form for respondents to fill in their name or email address.

Add a Section Header*

If you'd like to divide your form into sections to make it easier to read and complete, add a section header.

1. Open the form.
2. Click the Insert menu.
3. Choose Section header.

For each section header, you can add both a section title and a section description.

Add an Image*

To add an image to your form:

1. Open the form.
2. Click the Insert menu.
3. Choose Image.

Once you've uploaded the image, you can give it a title and specify what text will appear when someone hovers over the image.

Images in forms aren't attached to or associated with form questions. You can change the position of an image by dragging it up or down in your form.

Add a Video*

(Only uses YouTube videos; Not useful in forms for CMCSS student use at school; Can be used if they access it outside district WiFi.)

To add a video to your form:

1. Open the form.
2. Click the Insert menu.
3. Choose Video.
4. To pick a video, either provide a YouTube video's URL, or use the search box to search for a video.

After selecting one, you can add a title and a caption to the video. You can click and drag one of the video's corners to resize it, and you can align the video to the left, right, or center of the page by choosing one of the alignment options.

Add a Page Break*

If your form is lengthy and you'd like to make it easier for respondents to fill it out, you can add page breaks.


1. Open the form.
2. Click the Insert menu.


3. Choose Page break.


Once you've create a new page, you can add both a page title and a page description.

Edit questions, headers, and page breaks*

For each question, header, and page break you've added to your form, you can perform the following actions:

Edit  : To edit an existing item

Duplicate  : To duplicate an item

Delete  : To delete an item

**From Google Support on Forms - <https://support.google.com/docs/answer/87809?hl=en>*

For complete instructions visit Google's Support page,
https://support.google.com/docs/topic/6063584?hl=en&ref_topic=1360904&vid=1-635802653642049376-3343713485 .

Other Google Forms Tasks

- **Create a survey using Google Forms**
- **Add and edit questions, headers, images, videos, and page breaks**
- **Add a theme to a form**
- **Control navigation to sections of a form**
- **Choose a form response destination**
- **Send your form to respondents**
- **Share your form with collaborators**
- **Deleting a form or form responses**
- **Migration of old form themes**
- **Try the new version of Google Forms**